



AGENDA ITEM EXECUTIVE SUMMARY

Title: Approve Funding Requests for St. Charles 708 Mental Health Board for FY 11/12

Presenter: Chris Minick, Finance Director
John Rabchuk, Chairman of 708 Mental Health Board

Please check appropriate box:

| | | | |
|---|---------------------------------|--|---------------------|
| X | Government Operations (7/18/11) | | Government Services |
| | Planning & Development | | City Council |
| | Public Hearing | | |

| | | | | | | |
|-----------------|-----------|-----------|-----|---|----|--|
| Estimated Cost: | \$634,000 | Budgeted: | YES | X | NO | |
|-----------------|-----------|-----------|-----|---|----|--|

If NO, please explain how item will be funded:

Executive Summary:

The City levied \$0.04 property tax to support the Mental Health Board and their agencies that provide services to the City of St. Charles. The following agencies receiving over \$25,000 will give a summary of their services on July 18. They are:

- Ecker Center for Mental Health
- ElderDay Center
- Renz Addiction Counseling Center
- TriCity Family Services

(This is Part 2 of a two-part presentation.)

The overall funding request for FY11/12 is \$634,000.

Attachments: *(please list)*

Summary of all requests of the St. Charles 708 Mental Health Board for FY11/12.
Detail packets for presenting agencies.

Recommendation / Suggested Action *(briefly explain):*

Recommend to City Council for approval of funding requests for St. Charles 708 Mental Health Board in the amount of \$634,000 for FY11/12.

For office use only:

Agenda Item Number: 7b

FY2011/12 708 Board Allocation Worksheet

REVISED 3/28/11

| | CLASS | 2010 FUNDING APPROVED | 2011 FUNDING REQUESTED | 2011 FUNDING APPROVED |
|--|-------|--------------------------|---------------------------|--------------------------|
| TriCity Family Services | A | \$200,000 | \$209,300 | \$200,000 |
| Association Individual Development | A | \$80,000 | \$80,000 | \$70,000 |
| Ecker Center | A | \$90,000 | \$92,000 | \$65,000 |
| Renz Addiction Center | A | \$75,000 | \$75,000 | \$53,000 |
| Lazarus House | A | \$80,000 | \$53,600 | \$55,000 |
| Elder Day Center | A | \$27,000 | \$27,000 | \$25,000 |
| Suicide Prevention Center | A | \$20,000 | \$17,000 | \$17,000 |
| Fox Valley Special Recreation Center | A | \$5,000 | \$5,000 | \$5,000 |
| Easter Seals DuPage & the Fox River Valley | B | \$35,000 | \$75,000 | \$25,000 |
| Living Well Center | B | \$20,000 | \$20,000 | \$15,000 |
| Fox Valley Hospice | B | \$32,000 | \$32,000 | \$32,000 |
| CASA Kane County | B | \$15,000 | \$15,000 | \$15,000 |
| Wredling | B | \$7,000 | \$7,000 | \$5,000 |
| TriCity Health Partnership | B | \$13,000 | \$10,000 | \$11,500 |
| Thompson TEK | B | \$6,000 | \$9,500 | \$5,000 |
| Haines TEK | B | \$6,000 | \$7,000 | \$5,000 |
| DayOne Network | B | \$6,000 | \$8,000 | \$8,000 |
| TUG | B | \$4,000 | \$4,000 | \$3,500 |
| Fox Valle Pregnancy Center | B | \$3,500 | \$6,000 | \$4,000 |
| Prairie State Legal | B | \$0 | \$0 | \$0 |
| East High School | C | \$0 | \$0 | \$0 |
| North High School | C | \$0 | \$0 | \$0 |
| Community Crisis Center | B+ | | \$8,200 | \$15,000 |
| TOTAL | | \$724,500 | \$760,600 | \$634,000 |

Date: February 7, 2011

City of St. Charles
708 Mental Health Board
Accountability Report for funds Expended

Agency Name: Ecker Center for Mental Health

Contact Person: Karen Beyer Phone #: 847-695-0484

Main Office Address: 1845 Grandstand Place

Elgin, IL 60123

Funding requested from City of St. Charles 708 Board for fiscal year 11/12:

~~\$63,000~~ *\$72,000 (shown on Ecker's end)*

Describe mission (include narrative explaining how mission relates to City of St. Charles):

Our mission is to provide quality mental health services that are courteous, accessible and responsive to community needs. St. Charles residents receive individual and group therapy services at our St. Charles and Elgin offices. They also receive emergency psychiatric assessments, available around the clock 365 days a year, at Delnor, Sherman or St. Joseph Hospitals. The emergency assessments may include facilitation of hospitalization, supportive counseling or referrals to appropriate programs at the Ecker Center or other organizations. St. Charles residents also use the services of Ecker Center's psychiatrists who prescribe medications and nurses who help them obtain those medications and use them correctly to treat their mental illnesses. Case managers provide assistance in obtaining money on which to live, housing, dental and medical care as well as personal monitoring to help people avoid hospitalization. Psychosocial Rehabilitation services help residents of St. Charles, who have severe mental illnesses, learn skills of daily living, illness management and job readiness.

On occasion a St. Charles resident may require daily supervision at one of Ecker's five supervised living facilities. Two of the residences are supervised 24 hours a day and two are supervised only during the day. A fifth very short term residential program is available to St. Charles residents who have an acute mental illness that does not require hospitalization and to residents who are leaving a short hospitalization and are not yet ready to return to the community. These residential facilities are located in Elgin.

Describe specific goals that fit City's mission and indicate how goals will be accomplished.

The Ecker Center's goal of providing comprehensive mental health services assists the City in its stewardship role of maintaining the social character of the City. The Ecker Center offers those citizens who are suffering from a mental illness the assistance they need to maintain their contributions to the City's positive social character, or in their recovery process begin to assume contributions to the positive social character of the community. These same services can help some citizens dramatically lighten their personal and/or family burden and preoccupation with mental illness and assist them in achieving the positive mental health that is required to provide input to the City governmental process, as well as other civic activities in the community.

The Ecker Center's goal of collaboration with the City of St. Charles includes its grateful receipt of funding from the City's Mental Health Board and its provision of counseling services in its City of St. Charles office as well as its presence at the nearest local hospital, Delnor's Emergency Department, when assistance in evaluation and state funded inpatient treatment is needed by a St. Charles resident.

The Ecker Center Psychiatric Emergency Program helps the City of St. Charles provide a safe and secure community for its citizens. The Ecker Center's Psychiatric Emergency Program is the only such program serving the St. Charles area. It provides quick, round the clock assessment and intervention in true psychiatric emergencies. The program helps those who would harm themselves or others due to severe untreated psychosis and depression, and in this manner the Ecker Center contributes to the safety and security of the community.

Like the City of St. Charles, the Ecker Center strives to treat its customers with courtesy, respect and dignity at all times and to continually engage in a positive approach to problem solving.

The City of St. Charles and the Ecker Center share the goal of outcome driven decisions and service provision. The Ecker Center's community programs have clinical outcomes that are continually measured. The goals and objectives (outcomes) in its strategic plan are measured quarterly.

Like the City, the Ecker Center is committed to best practices in its field. The Center is constantly modifying its services to reflect the recognized best practices and evidence based practices in the field of mental health treatment and recovery services. The Ecker Center clearly documents continuous performance improvement process at all levels of the organization, which helps it provide the best services possible. The Center is accredited by the Joint Commission which holds its accredited organizations to high standards of clinical performance and adherence to the latest best practices.

The Ecker Center's bilingual staff and staff training in cultural sensitivity reflect commitment to group and cultural diversity.

The Ecker Center is continually striving to provide services that meet the actual needs of citizens of the City of St. Charles and as a result the Center actively seeks funding from a wide range of sources: private, corporate and governmental.

Describe how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding –actual or being sought:

All of St. Charles Mental Health Funds would be expended on all of Ecker Center's services on behalf of St. Charles residents. The following services are provided by the Ecker Center. Ecker Center's psychiatrists provide adults with evaluations, medication prescriptions and monitoring. Nurses provide medication monitoring, injections and assistance in obtaining medications and/or required medical tests. Case managers provide assistance in obtaining stable sources of income, food, clothing, housing, medical and dental care and they monitor clients to avert crisis. Psychiatric Emergency Program (PEP) staff will be available to St. Charles residents of any age who are experiencing a psychiatric crisis at any time of the day or night. The PEP therapists will provide evaluations, make referrals and help arrange for psychiatric inpatient treatment for those who require it. Therapists will provide evaluations, individual and group counseling and referrals. Psychosocial rehabilitation staff will assist adults with severe mental illnesses to manage their illnesses and learn to handle the tasks of daily living adequately.

Four residential options are available to community residents. The most intensive is the short-stay Crisis Residential Program, for those in severe psychiatric crisis. The program is staffed twenty-four hours a day and has a nurse on most shifts. A psychiatrist visits the clients frequently to monitor their progress and adjust their medications. A second longer term residential option provides twenty four hour supervision, meal preparation and on-site case management at the living facility. A third residential program provides day-time supervision and on-site case management to clients who live in their own apartments and prepare their own meals. A fourth option provides assistance in paying rent and off-site case management to adults living in their own apartments.

The state of Illinois supplied about three fourths of the Ecker Center's budget in the last fiscal year. A little less than half this funding was grants and a little more than half was payments for services after they were provided and billed (fee for

service). In October 2010 the state slashed the duration and types of all but one of our outpatient services that it funded on a fee for service basis for clients without Medicaid. The one exception to the limits is our Psychiatric Emergency Program which received no limits. The state also required us to demand extensive documentation of each client's income in order for Ecker Center to be eligible to be paid for providing the services. The state created a state fee scale and now pays us only the difference between what the client was supposed to pay on the fee scale and the state rates for our service. Once clients use up all the services they are allowed under the state fee scale they transfer to the separate Ecker fee scale. Services are provided either on the Ecker or state fee scales that begin at zero fee. Clients with Medicaid and Medicare are charged their co-payments and are not on the fee scales.

In December the state limited its reimbursement for our psychosocial rehabilitation services for our non aged, blind or disabled (ABD) Medicaid clients to 200 hours annually, with the possibility of extended hours upon appeal. The state also imposed an annual limit of 10 hours of therapy services for non- ABD Medicaid clients that can be appealed with extensive documentation.

Recently the state hired the Aetna and Centene companies, to manage behavioral health care for people with mental illnesses who have ABD Medicaid. This program was supposed to begin in January but we have little information about how it will operate. We have signed contracts with the two companies in order to be able to continue to serve St. Charles residents who have these benefits.

Since these state imposed limits on service began we have redesigned as many of our services as we can to provide maximum access and assistance to our clients, now that many of them have less face to face time with the staff who serve them. We are offering more therapy groups and our individual therapy that is now brief and very problem focused. We provide more written instructions regarding applying for Public Aid and Social Security and we have redesigned psychosocial rehabilitation to offer intense shorter term assistance. We are working on shortening the intake process, so people can receive services more quickly.

St. Charles residents have used all of our services in the past and we expect this pattern to continue but the amounts of service people without ABD Medicaid will use will probably be less, unless local funding can be increased, because State subsidies for the services are less or in the case of therapy – nonexistent. These clients will have to pay more of the actual cost of providing the services if they are receiving services that the state will not pay for. We do not know yet how the managed care companies that will be responsible for the care of people with ABD Medicaid will operate, so we can't project how clients with that benefit will be affected.

(see also attached Budget FY 2011 St. Charles Residents)

St. Charles 708 Fund Expenditure History – explains how funds allocated from previous year were expended and purposes of those expenditures. **Note: if funding allocation is over \$25,000, attached most recent financial statements, audit and annual report:**

During fiscal year ended June 30, 2010, 227 residents of the City of St. Charles were served a total of 1,770 hours. Funds were expended for staff, commodities, contractual services, and other expenses. Management and general expenses comprised slightly under 10% of total expenditures.

On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct service: number of individual clients/consumers served: 227

Aggregate number of direct service hours provided: 1,770

Describe agency cost basis per client/consumer served (e.g., per hour cost and/or program costs allocated to City of St. Charles residents and how this was derived):

City of St. Charles residents are served mainly in our St. Charles office, but are also seen in the Elgin and Streamwood offices. Costs to provide services to consumers vary by the type of services rendered. Ecker Center's costs for one hour of service range from \$15 for Psycho-Social Rehabilitation to \$210 for a psychiatric visit. Extending our standard costs per procedure hour gives us a standard total expense of \$256,738. That amount divided by the total number of hours devoted to St. Charles residents (1,770) gives us a cost basis per consumer per hour of \$145.05.

Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

The Ecker Center works very closely with the Lazarus House providing therapy services just a block away from the Lazarus House in St. Charles. Ecker Center joined Lazarus House and other social service organizations to apply for an IDHEA housing subsidies grant program that was possible because of the collaborative effort. Low income St. Charles residents are benefiting from the housing subsidies that the collaborative was able to obtain. The Ecker Center participates in a SAMHSA grant written by the Renz Center that provides quick access to Ecker services and joint treatment planning for clients served by both

Renz and the Ecker Center. The Ecker Center sublets office space from the Renz Center in St. Charles and this is a cost saving option for both organizations.

The Ecker Center participates in the Kane County (mental health) Treatment Alternative Court (TAC) by providing services to people referred by the Court, staffing new cases and serving in an advisory capacity to TAC. Ecker Center has produced more successful graduates of the TAC program than any other participating agency.

The Ecker Center provides meeting space for NAMI, the National Alliance for the Mentally Ill, Kane County Chapter. NAMI is a nonprofit membership group that provides support, education and advocacy for persons with mental illnesses and their families.

Attach a list of current Board of Directors for your agency, listing the length of time that each Board member has served in their current term. Also attach a brief summary of how Board members are elected, the qualifications sought, and any term limits for Board members.

Attach a copy of current 503C or tax exempt status certification.

Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000.00 in any fiscal year are also subject to the following requirements:

1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month.
2. An annual report must be submitted to this same Committee.
3. A representative of the agency must make a brief presentation describing the purpose of the agency, it's future plans and how it's programs and services have benefited the residents of St. Charles to this Committee on an annual basis at a date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds).

Funding request amount for current fiscal year ~~\$-63,000~~ **Application Date:**
February 7, 2011 *\$192,000*

For STC 708 Board Only:

Recommended funding for current fiscal year: \$ _____

Recommendation Date: _____

Ecker Center for Mental Health

**Self Funding Efforts that Specifically Benefit St. Charles Residents
in FY 2011**

Fundraising Events

Festival of Trees sale and gala
Annual appeal letter
Shop and Share resale store proceeds

General Operating Donations

Rotary, Fidelitors, Junior Women's Club and Cosmopolitan Clubs
Verizon Foundation
Baird and Warner Goodwill Network Motorcycle Ride
St. Charles Township

Grants to Specific Programs

United Way of Central Kane County
State of Illinois Division of Mental Health

Capital and Housing Grants

City of Elgin Community Development Block Grant for retaining wall replacement
HUD, Illinois Housing Development Authority and Division of Mental Health housing
subsidies to individual clients

Fee for Service

Private medical insurance
State of Illinois Division of Mental Health and Healthcare and Family Services
Payments for Medicare and Medicaid services that we provide and bill for

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: June 22, 2002

Ecker Center for Mental Health, Inc.
1845 Grandstand Pl
Elgin, IL 60123-6603

Person to Contact:
Mr. Mason 31-07424
Customer Service Specialist
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
36-2312495

Dear Sir or Madam:

This letter is in response to your letter dated April 16, 2002, requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in March 1956 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Ecker Center for Mental Health, Inc.
36-2312495

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

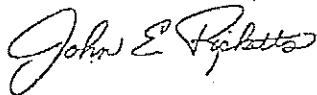
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE
Customer Account Services

Date: February 4, 2011

City of St. Charles
708 Mental Health Board
Accountability Report for funds Expended

Agency Name: Elderday Center, Inc.

Contact Person: Traci Eggleston, MSW Development Director Phone #: 630-761-9750

Main Office Address: 8 S. Lincoln Street
Batavia, IL 60510

Funding requested from City of St. Charles 708 Board for fiscal year 11/12: \$27,000

Describe mission (include narrative explaining how mission relates to City of St. Charles):

Elderday Center is a private, not for profit, social service agency serving the City of St. Charles senior residents and is currently located in Batavia. **Our mission is to provide quality day services and to promote independence for older adults and to provide support and education for their caregivers.** Since opening in 1990, Elderday Center has offered a comprehensive adult day program of socialization, therapeutic recreation and health maintenance that reinforces the participants' self worth and dignity while enhancing their current abilities and skills, as well as dealing with the issues of Dementia and Depression that are frequently diagnosed in the senior population. Additionally, our services help seniors combat isolation and cope with age-related changes, and feelings of anxiety that often accompany seniors as they age. **Elderday Center is the only full time social service program in the area providing these services on a daily basis, Monday through Friday.** In 2010 Elderday Center provided an astounding 26,826.5 hours of service to seniors participating in our adult day program! The mission of the City of St. Charles is to care for all of its residents and our program cares for the senior population and helps them to remain independent in a positive home situation for as long as possible. The majority of our clients are diagnosed with Dementia and roughly half are diagnosed with Depression. The therapeutic activities found in our program help our seniors function with both of these diagnoses. Our program also provides St. Charles caregivers with education, support and respite by facilitating four monthly caregiver support meetings and offering free, individual counseling.

Describe specific goals that fit City's mission and indicate how goals will be accomplished.

As we enter our 21st year of service, our goal remains the same, to allow our participants to remain in a positive home situation for as long as possible. To accomplish this, we provide daily cognitive and physical stimulation and therapeutic activities to help seniors cope with Depression and Dementia. We provide for caregivers' education, support

and respite by facilitating four monthly caregiver support meetings and offering free, individual counseling.

Our target population includes those adults 55 or older, who have experienced a recent medical crisis or have been diagnosed with a memory or cognitive disorder. They are physically and/or cognitively frail and would not benefit from the typical program offered for senior citizens through the park districts or senior centers. They are no longer able to drive and need access to socialization with others their own age. Our participants are unable to remain in an independent living situation without significant help from a caregiving family member. Indirectly, we are able to provide respite to the “sandwich generation” that consists of adult children providing care for aging parents as well as their own children. Our program and services provide a way for adult children to continue working and attending to their own children while providing their loved one with activities during the day.

Our daily activity program provides daytime structure for up to 35 participants and our average daily attendance is 17.14. The Center provides a nutritious lunch as well as two snacks each day, therapeutic social activities and games, reality orientation activities, music therapy and expressive art activities, therapeutic activities with pets, exercises and Activities of Daily Living. Daily cognitive and physical stimulation is key to keeping seniors aware and functioning independently. As part of our program we are able to provide the daily services of a Registered Nurse, a Licensed Clinical Social Worker, and a Master’s Level Social Worker. Our social workers provide ongoing counseling and group experiences for our participants as well as four monthly support and educational groups for caregivers that are open to the public. This includes two monthly Parkinson’s Disease support groups as well. She provides ongoing, individual counseling for any caregiver of a senior in the county and frequently makes presentations at other support groups throughout the county. The Center also contracts the services of a Physical Therapist, an Occupational Therapist, a Speech Therapist and a Podiatrist. By providing the services listed above, residents of the City are encouraged to remain independent and are able to continue as functioning citizens in the community. The caregiving family members who are residents of the City are given the support and education they need to continue caring for their loved one.

Describe how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also attach budget detailing sources (grants, other municipalities’ contributions, fundraisers, and any other sources of funding – actual or being sought:

Elderday Center keeps a meticulous sign-in log of daily attendance and hours used by each client. Each client is listed by city of residence. These logs are used to compile monthly billing sheets for each client. From these monthly totals a Monthly and Yearly Service Statistic Chart is created that lists how many service hours are provided each month for each town of residence. Service hours are calculated by the half hour. Costs are allocated at a per client rate. This allows us to calculate how much is spent on clients in each town. Funds from the City of St. Charles are used to cover the expenses incurred by St. Charles residents that are not covered by their client fees. Normal accounting practices are used by the Executive Director to document each expense (including providing receipts for each transaction). All income and expenses are then reviewed monthly by the accountant

and Board Treasurer and then shared with the entire Board at the monthly Board meeting. A yearly audit is conducted by an outside Accounting Firm.

Proposed 2011 Budget

REVENUE

| | |
|----------------------------------|-------------------|
| Income Client Fees | \$205,000.00 |
| CCP Fees | 70,000.00 |
| Medicare Fees | 4,000.00 |
| Food Grant Supplement | 10,500.00 |
| Total Income From Clients | 289,500.00 |

Fundraising

| | |
|------------------------|------------------|
| Churches | 3,000.00 |
| Wine Experience | 9,000.00 |
| Mum Sale | 4,350.00 |
| Pork Chop Dinner | 4,100.00 |
| Others | 10,000.00 |
| Fundraising Costs | -5,500.00 |
| Net Fundraising | 24,950.00 |

Community Chest/United Way

| | |
|---|------------------|
| Batavia | 6,000.00 |
| Geneva | 7,000.00 |
| St. Charles | 16,250.00 |
| Fox Valley (Aurora) | 3,500.00 |
| Total Community Chest/United Way | 32,750.00 |

Townships/ 708

| | |
|------------------------|---|
| 708 INC (Batavia) | 8,000.00 |
| Geneva | 4,100.00 |
| St.Charles | 34,000.00 (includes money from St. Charles Township and City 708) |
| Total Townships | 46,100.00 |

| | |
|-------------------|-----------|
| Gifts & Memorials | 21,800.00 |
| Interest Income | 500.00 |
| Caregiver Grant | 21,400.00 |

TOTAL INCOME \$437,000.00

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STC 708 Board Funding Request

Date: February 4, 2011

Agency Name: Elderday Center, Inc.

Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000.00 in any fiscal year are also subject to the following requirements:

1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month.
2. An annual report must be submitted to this same Committee.
3. A representative of the agency must make a brief presentation describing the purpose of the agency, it's future plans and how it's programs and services have benefited the residents of St. Charles to this Committee on an annual basis at a date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds).

Funding request amount for current fiscal year \$27,000 Application Date: February 4, 2011

For STC 708 Board Only:

Recommended funding for current fiscal year: \$_____

Recommendation Date: _____

Date: February 4, 2011

Agency Name: Elderday Center, Inc.

St. Charles 708 Fund Expenditure History – explain how funds allocated from previous year were expended and purposes of those expenditures. Note: if funding is over \$25,000, attach most recent financial statements, audit and annual report:

Last year's audit showed that \$.97 of every dollar went into direct service costs. Therefore it is easy to show in our year end Profit and Loss Statement where funds were expended. Our staff salary expenses comprise 72% of our budget. The State of Illinois has guidelines for client/staff ratios that we follow. At any time, the staff ratio is a minimum of one paid staff for every 4-6 clients. Purchases for the program are pre-approved by the Executive Director and are logged in with the accompanying receipt. Services provided are based on number of people and number of service hours provided. Costs are allocated across the total number of service hours provided for each person in each town. It costs \$15.65 per service hour to operate the program. Funds received from the City of St. Charles 708 were used to offset the costs incurred for St. Charles residents. These were kept as a separate line item in our income statement. Eighty five City of St. Charles residents received 6,105.25 hours of service. These services included adult day care, individual counseling and group counseling.

On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct service: number of individual clients/consumers served: 85

Aggregate number of direct service hours provided: 6,105.25 hours

Describe agency cost basis per client/consumer served (e.g., per hour cost and /or program costs allocated to City of St. Charles residents and how this was derived):

Elderday Center costs approximately \$419,772 a year (253 days) to operate. This ends up being a daily cost of \$1,659. St. Charles participants comprised 23% of our total caseload. Costs allocated to St. Charles residents would be 23% of our budget, which would be \$96,548. Our expenses continue to rise because of the staff intensive nature of our daily activity program. Our staff salary expenses comprise 72% of our budget. The State of Illinois has guidelines for client/staff ratios that we follow. At any time, the staff ratio is a minimum of one paid staff person for every 4-6 clients. Staffing levels are based on and adjusted for client needs and provide continuity of care for those clients who need extra assistance with personal needs.

Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

The Executive Director, Social Worker, and Development Director do numerous public presentations throughout the year, many of which are held in St. Charles. Presentations are made to service clubs, churches and community groups. They cover topics ranging from education about what Elderday Center provides to Depression in Seniors. Again this year, **Elderday Center has made its Caregiver educational and counseling services available to any caregiver of a senior citizen in the County.** There is **no charge** for these services and they can be provided in home or at our office. There has been a tremendous response to this program, which indicates the need that exists in our county. All together **336** caregivers were served this last year. (This is an increase of 9 caregivers over last year.) Of those **53** were from St. Charles. The St. Charles caregivers received **164.25** hours of counseling and education, out of a total of **1,284.5** hours (up from 985.75 in 2009) provided to all caregivers. This is in addition to the 17 caregivers we serve who have seniors in our adult day program and their hours of counseling and education. Elderday Center has been blessed with dedicated volunteers. Many of these volunteers come from the Community Service Program of the Kane County Court System. All volunteers and Community Service Workers must be trained and supervised by our staff. Graduate students serve internships at Elderday Center as part of their professional social work educational experience. Several hours each week are given to their supervision and training.

Attach a list of current Board of Directors for your agency, listing the length of time that each Board member has served in their current term. Also attach a brief summary of how Board members are elected, the qualifications sought, and any term limits for Board members.

The Board of Elderday Center is made up of nine to twenty-one members and includes a representative from the Host Church. Members are elected to a three year term and may be re-elected for successive three year terms. There is no limit to how many terms they may serve. If the Board member no longer wishes to be active on the Board, they may request to join the Senior Advisory Board or step down from the Board completely. Election of new members and officers is held each November by the current Board members. Qualifications for the Board include being a member of the communities we serve, having an interest in the senior citizens of the community, a willingness to attend meetings, serve on committees and be an active part of the Board including working on fundraisers.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242

DEPARTMENT OF THE TREASURY

Date: MAY 14 1996

ELDERDAY CENTER INC
301 SO THIRD STREET
GENEVA, IL 60134-2725

Employer Identification Number:
36-3731502
Case Number:
366124156
Contact Person:
MR. J. SCHADE
Contact Telephone Number:
(312) 886-1275
Our Letter Dated:
September 3, 1991
Addendum Applies:
no

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Bobby E. Scott
District Director

Date: February 3, 2011

**City of St. Charles
708 Mental Health Board
Accountability Report for funds Expended**

Agency Name: Renz Addiction Counseling Center

Contact Person: Jerry Skogmo Phone #: 847-742-3545 ext. 232

Main Office Address: One American Way

Elgin, IL 60120

Funding requested from City of St. Charles: for fiscal year 11/12: \$ 75,000

Describe mission (include narrative explaining how mission relates to City of St. Charles):

Renz Addiction Counseling Center is a not-for-profit corporation dedicated to the prevention, intervention, and treatment of addictive behaviors and disorders and the factors often associated with addiction. The Center strives to provide the most effective preventative and clinical care in a safe and nurturing environment through a teamwork approach for anyone affected by addiction or addiction related issues.

The philosophy of treatment programs of Renz Addiction Counseling Center is based on the belief that addiction is a chronic, progressive disease with its own symptomatology. Clients receive a thorough assessment and are placed in a treatment program according to the level of care needed. City of St. Charles residents who come to the agency fit into the mission and philosophy of the Center. It should be noted that the research on the negative effects of addiction is compelling for a community. Addiction is highly correlated with increased incidence of health problems, crime, family discord, domestic violence, poverty, low productivity and unemployment. We see this pattern in all of the communities we serve including St. Charles. In the final analysis, successfully treating substance abuse helps make the City of St. Charles healthier and safer.

Describe specific goals that fit City's mission and indicate how goals will be accomplished.

The goal for each client is to reduce or eliminate the use of alcohol and/or drugs. The Center promotes abstinence and this is the goal for the vast majority of clients. We also employ a "harm-reduction" model for clients who are not motivated to quit their consumption but are willing to reduce their use. These are clients who abuse drugs or alcohol but are not dependent on them (physically addicted). Those who are alcohol or drug dependent, abstinence is necessary. The program has met its goals as it relates to access to treatment and treatment retention. We have decreased the time it takes for an individual contacting us to get into their first appointment and we have also increased the length of time an individual is in treatment. Both of these factors are very important because the research shows, not surprisingly, that the easier it is to access treatment and the longer an individual is in treatment the better the prognosis.

Date February 3, 2011

The Center evaluates the effectiveness of the programs in a number of ways:

1. Initially all treatment plans are reviewed by a physician to help ensure that the client (patient) is receiving the proper treatment plan
2. Each case is reviewed every 30 days by the Center's Clinical Director.
3. A client satisfaction survey is given to clients annually. The information provided from the results of the surveys measures many variables, from our responsiveness as an organization to clients' satisfaction with their progress.
4. A quality assurance professional reviews a random sample (15%) of all cases for a record review and to ascertain the quality of services being provided to each client.
5. Renz has been involved in a research project that measures treatment access and treatment retention, as was described earlier. Results of measuring these indicators are used to evaluate program effectiveness. Last year as a result of our participation in this project, the length of time from a resident calling for services to the completion of an assessment improved significantly.

Agency Name: Renz Addiction Counseling Center

Describe how funds were expended and quantify services provided (e.g., persons served, cost allocated to services, other pertinent information) Also, attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding – actual or being sought:

Funds at our St. Charles location are primarily for two counselors, clinical supervision, and support staff. Occupancy costs are the second largest expense although we do rent out one of our offices to another community provider. The budget submitted also reflects costs directly related to services at the Walnut Street location and includes administrative expenses, supplies and equipment. City of St. Charles funds assists with payment for St. Charles residents. In fiscal year 2010 2690 hours of service were provided to City residents in programs ranging from special services to adolescents and women to compulsive gamblers, to offenders referred by the court system.

Attached is a budget that outlines expected revenues and expenses for the next fiscal year for our St. Charles office. The only other municipality contributing to this office is the City of Geneva (currently \$6,600). Contributions to the agency in the form of donations and fundraisers indirectly help pay for the expenses of this office. By far the largest contributor that assists with funding for Renz Center clients is the Department of Alcoholism and Substance Abuse through the state of Illinois (\$89,000). However, this funding is down about 10% compared to last year and down nearly 25% over the last two years.

Date February 3, 2011

Agency Name: Renz Addiction Counseling Center

St Charles 708 Fund Expenditure History – explain how funds allocated from previous year were expended and purposes of those expenditures. Note: if funding allocation is over \$25,000, attached most recent financial statements, audit and annual report:

Funds from the City of St. Charles helped pay for a wide variety of clinical services to residents of St. Charles. These include three-hour comprehensive assessments, individual, family and group counseling, special programming for women clients and adolescents, psychiatric services for a number of clients, case management between Renz Center and schools, the court system and other health care/social service providers, and toxicology tests to verify treatment compliance. In 2010 Renz Center staff spearheaded a 5-year federal grant targeting the homeless, mentally ill and/or substance abuse population. One of our partners Lazarus House, works with Renz Center staff on this important initiative that helps the most vulnerable residents of our communities.

On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct service: number of individual clients/consumers served: 177

Aggregate number of direct service hours provided: 2690

Describe agency cost basis per client/consumer served (e.g., per hour cost and/or program costs allocated to City of St. Charles residents and how this was derived):

The expected cost basis for the current fiscal year is \$1,981 per client. This is based on expectations of 96 clients and \$218,000 in expenses for the St. Charles Outpatient program. Approximately 65% of the program expenses are allocated to City of St. Charles clients/residents. Thus $65\% \times \$218,000 = \$141,700$ divided by 96 (the expected # of City residents served) = \$1,476 or \$45.70 per treatment hour (3100 hours). Moreover, funds from the City would pay \$24.19 per treatment hour.

Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

City of St. Charles residents may receive services for problem and compulsive gambling. Each year several residents request help for gambling addiction are included in the report. Also, educational presentations - primarily drug and alcohol abuse education and HIV education are often provided to St. Charles residents. In addition, DUI offenders may be seen for assessments and risk education classes. Also, Renz Center is licensed to provide education and training to restaurants, bars and liquor retail establishments. Employees of these businesses can participate in a training designed to prepare them for dealing with unruly customers and eliminating uncertainty in ambiguous situations and educating them on the physiological effects of overconsumption. Finally, Renz Center offers HIV prevention, testing and counseling to City of St. Charles residents at little or no cost and has several programs that target high risk individuals. Each year our HIV prevention programming includes St. Charles residents.

Page four
STC 708 Board Funding Request

Date February 3, 2011

Agency Name: Renz Addiction Counseling Center

Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000 in any fiscal year are also subject to the following requirements:

1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month.
2. An annual report must be submitted to this same Committee.
3. A representative of the agency must make a brief presentation describing the purpose of the agency, it's future plans and how it's programs and services have benefited the residents of St. Charles to this Committee on an annual basis at the date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds).

Funding request amount for current fiscal year \$75,000 Application Date: February 3, 2011

For STC Board Only:

Recommended funding for current fiscal year: \$ _____

Recommendation Date: _____

Board Selection

The Center has a Board Development Committee that is comprised of board members and the Center's Executive Director and Development and Marketing Director. Prospective Board members' qualifications are discussed at both formal and informal committee meetings. The Committee seeks individuals who are committed to the mission of Renz Center and attempts to fill board vacancies with members that represent the communities we serve. We evaluate each prospective board member individually and strive to recruit involved citizens who can bring their past experiences and vocational/technical skills to the Board. We find that board members can be a very good resource for the agency.

Currently the Renz Board is well-balanced with a variety of individuals with backgrounds in medical care, school administration, banking, and private business. Four of the 10 current members live or work in St. Charles.

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: FEB 24 1995

Person to Contact:

Ms. Regina Parker 31-03074

Customer Service Representative

Telephone Number:

877-829-5500

Fax Number:

513-684-5936

Federal Identification Number:

36-2447195

Renz Addiction Counseling Center
Two American Way
Elgin, IL 60120

Dear Sir or Madam:

This letter is in response to your telephone request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in May of 1965, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

City of St. Charles
 Characteristics of the Population (77)

| Referral Source: | | Treated for: | | Educational Level: | |
|--|----|-------------------------------|----|----------------------------------|----|
| Addiction Treatment Provider | 3 | Alcohol | 40 | Less than 10 years | 4 |
| Criminal Justice: State/Fed=1, Prison=1 Court Supervision=1, DUI=4 Probation/Parole=12, 2 nd Chance Program=2, | 21 | Cocaine/Crack | 8 | 10 through 11 years | 11 |
| Individual | 9 | Ecstasy | 1 | 12 years | 34 |
| Other Community Referral | 37 | Heroin | 4 | 13 through 14 years | 19 |
| Other Health Care Provider | 6 | Marijuana | 22 | 15 through 16 years | 8 |
| School | 1 | Not treated for Substance | 1 | Unknown | 1 |
| | | Other Opiates and Synthetics | 1 | | |
| Gambling Program: | | Family Size: | | Number of Arrests: | |
| # Clients seen for Gambling | 0 | Living alone | 57 | No Arrests | 70 |
| # Clnts seen for Gambling + CD | 1 | Family of 2 | 9 | 1 Arrest | 7 |
| | | Family of 3 | 4 | | |
| | | Family of 4 | 5 | | |
| | | Family of 5 | 1 | | |
| | | Family of 6 | 1 | | |
| AGE: | | INCOME: | | ETHNICITY: | |
| 12 and Under | 0 | No Income | 41 | African American | 3 |
| 13 - 20 | 12 | \$ up to & incl- \$ 10,000.00 | 14 | American Indian | 1 |
| 21 - 30 | 19 | \$ 10,001.00 - \$ 20,000.00 | 12 | Caucasian | 71 |
| 31 - 40 | 13 | \$ 20,001.00 - \$ 40,000.00 | 5 | Hispanic | 1 |
| 41 - 50 | 22 | \$ 40,001.00 - \$ 60,000.00 | 1 | Native Hawaiian/Pacific Islander | 1 |
| 51 - 60 | 10 | \$ 60,001.00 - \$ 80,000.00 | 2 | Other | 0 |
| 61 and over | 1 | \$ over 100,000.00 | 2 | | |

| | | | |
|---|------|---|----|
| Assessments Provided: | 19 | Veterans Served: | 4 |
| Pregnant At Time Of Service: | 0 | DCFS involved | 5 |
| Service Hours Provided: | 2690 | Not in Labor Force: Homemaker=2, Students=7, Disabled=3, Other=1 | 13 |
| Treatment received in the St. Charles Office: | 34 | MALE: | 61 |
| Treatment received Passage Program for women: | 13 | FEMALE: | 16 |
| Treatment received in the Elgin Office: | 30 | Dually Diagnosed/Mentally Ill Substance Abuser (Misa) | |

Date: 02/03/11

**City of St. Charles
708 Mental Health Board
Accountability Report for funds Expended**

Agency Name: TriCity Family Services

Contact Person: James R. Otepka Phone #: 630-232-1070

Main Office Address: 1120 Randall Ct.
Geneva, IL 60134

Funding requested from City of St. Charles 708 Board for fiscal year 10/11: \$ 209,300

Describe mission (include narrative explaining how mission relates to City of St. Charles):

TriCity Family Services (TCFS) is a private, not-for-profit, human service agency serving the community members of central Kane County. The agency is dedicated to strengthening people and building community through the provision of quality, affordable counseling, youth crisis intervention, prevention and early intervention services that promote sound mental health and effective family functioning. As a community-based agency, TCFS promotes service excellence, honesty, hopefulness, personal responsibility and respect for others.

Our services are designed to address a wide-range of mental disorders that destabilize families and prevent individuals from leading productive, satisfying lives. Integral to our mission and charter is our commitment to making our programs and services affordable to area residents in need, particularly those uninsured or under-insured individuals and families for whom outpatient mental health services in the private practice sector are simply out of reach financially. By operating under a sliding fee scale and offering scholarships for our group programs, TCFS ensures that no one is ever denied services based on an inability to pay. To put the financial needs of our clients into perspective: 83% of all clients pay less than our full fee for counseling; nearly 40% of all clients receiving counseling services pay \$25 or less per session; and 63% of all TCFS clients have reported incomes of \$40,000 or less.

Counseling is at the core of our work at TriCity Family Services. We specialize in family-oriented, confidential counseling to children, adolescents and their families. Experienced professionals who know the special needs of children and teens help them work through mental health challenges including; conflict with other family members, problems interacting with peers, disruptive behavior, substance abuse, physical or sexual abuse and depression. TCFS also specializes in personalized individual or couples counseling for adults, addressing mental health issues like depression, marital discord, grief, divorce, domestic violence, parenting, stress, communication problems, sexual abuse and anxiety/phobias. 94.7% of all of our counseling clients have a diagnosis for a mental disorder.

TriCity Family Services also seeks to fulfill its mission through the provision of early intervention and prevention programs. We consider it essential to provide educational and supportive programming that reduces or eliminates those conditions that place people at risk of developing mental disorders and/or substance abuse problems later in life. While we do not conduct formal mental health assessments of all early intervention and prevention clients, and therefore do not know the percentage of those with a diagnosis of a mental disorder, a large number of them likely have one. Our early intervention and prevention referrals that are also current counseling clients, or counseling clients of other providers, do have a diagnosed mental disorder. As well, many of the clients who become connected to the agency through an early intervention and prevention program later go on to enter counseling.

Early intervention programs provide specific protection against mental health disorders and detect and treat disorders in their earliest stages. Prevention programs promote individual and family mental health and wellness. These programs offered to residents of the City of St. Charles are:

- Smart Choices, anger management for K-5, middle school, and high school
- I-CAN, anger management for adults
- Bridges, workshop for children of divorce
- Parent Support & Education Series, for all parents in the community
- WIN, support group for postpartum mothers
- Single Mom's Group, support group for single mothers
- Grandparents Raising Grandchildren Group, for grandparents who are primary caregivers
- Wilderness Challenge Program, for graduating 8th graders
- Adolescent Group, for former Wilderness Challenge participants
- Mindful Emotions, mental health skills training for adolescent girls
- Women's Enrichment Group, psycho-education for women seeking self-improvement
- Caregiver Connections, early childhood mental health support for child care providers
- Lazarus House Parent and Family Group, onsite group for guests of Lazarus House

The City of St. Charles seeks to maintain a high quality of life, instill a strong sense of community, and work together to create effective solutions. TriCity Family Services shares a commitment to enhancing the quality of life in the community through our provision of professional high-quality services to all residents in need. We believe that good mental and emotional health are integral to maintaining our community's quality of life.

We also include community building in our mission statement to demonstrate our dedication to community-based mental health services and working with our neighbors to maximize community impact, including other social service organizations, corporations, churches, community groups, the schools and the City of St. Charles itself. We, in service to the St. Charles community, are dedicated to collaboration in order to create effective solutions and help the City fulfill its mission of stewardship, engagement and collaboration.

STC 708 Board Funding Request

Agency Name: TriCity Family Services

In addition, as the community mental health facility for central Kane County, Illinois, TriCity Family Services is an extremely strong community contributor to the 708 Board's goals of aiding community mental health facilities to provide services for City of St. Charles residents suffering from or at risk of mental disorders. This is our primary charter and key service to the people of the City of St. Charles.

Describe specific goals that fit the City's mission and indicate how goals will be accomplished.

TriCity Family Services is committed to assuming a leadership role in the provision of community-based, family centered behavioral health services in the Mid-Fox River Valley. Several of our goals that exemplify the City of St. Charles' mission are:

- Empower individuals and families to recognize and use their personal strengths and talents to their fullest potential as we assist them in resolving the crises that lead them to us.

It is part of our ongoing work to encourage personal accountability and empowerment in individuals to enable them to lead fulfilling lives. We will accomplish this goal, by the continuation of our community-based, family-centered therapy in accordance with our mission and our operating philosophy that builds on clients' strengths. Our operating philosophy states, "Our clients are primarily responsible for the changes they undertake and, given appropriate support and skilled assistance, can change."

- Increase our accessibility to those in need by continuing to extend our services into clients' homes, work-settings and schools.

This year, we will continue to network and collaborate closely with the schools to reach out to at-risk youth and families, and our EAP client companies to contribute to healthy work-settings for employees. We will continue to offer home visits for our clients that need them, and expand our group services where they are needed. In the past year, we have brought our services onsite to Lazarus House, Mooseheart Child City, Batavia Apartments and many daycare centers throughout the county through our Caregiver Connections program.

- Maximize the use of existing resources by collaborating with other health care providers in the design and delivery of needed services.

Our agency's systemic orientation means that client treatment plans typically require an interdisciplinary approach and a great deal of collaboration among other entities involved in a client's life. This is especially true for services to children and adolescents which may involve collaborative efforts with school social workers, guidance counselors, special education staff, pediatricians, Kane County juvenile probation officers and court appointed special advocates.

STC 708 Board Funding Request

Agency Name: TriCiv Family Services

We are committed to continually increasing our community impact through collaboration with other agencies and organizations. This is demonstrated through our partnership with Lazarus House on our Parent and Family Group and our partnership with Delnor in providing the WIN group for postpartum support. We also continually increase our networking with senior service providers and physicians, local youth coalitions, and participate in the Kane County Mental Health Council to effectively plan and deliver comprehensive mental health services to the community.

- Create and deliver programs designed to prevent the occurrence of substance abuse and mental health problems and promote individual and family wellness.

We will also continue to deliver our entire array of existing early intervention and prevention programs that are designed to arrest the development of mental health problems in their early stages, or prevent problems by providing supportive and educational opportunities for individuals entering a new situation, or needing to find a community for support. The provision of these services reduces human pain and suffering and saves the community the cost of treating fully developed mental health or substance abuse problems later. We consider wellness a key contributor to the high quality of life that the City of St. Charles seeks to maintain.

Describe how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding—actual or being sought):

Revenue and expenses, including the cost of administration and the cost of fundraising, are allocated to each line of service based on total hours of service provided. Expenses are itemized in the Statement of Functional Expenses and audited each year by an independent audit firm. A copy of the most recent audited financial statement is attached.

The cost of serving St. Charles clients is then calculated based on the percentage of St. Charles residents to the total of clients served. St. Charles residents are typically served in the following lines of service: Counseling (36%), Early Intervention (7%), and Prevention & Wellness (57%) programs.

Other sources of funding:

| | |
|-------------------------------------|--------------------------------|
| Department of Mental Health (State) | \$ 31,253.00 (actual – FY2011) |
| United Way of Central Kane County | \$ 49,750.00 (actual – FY2011) |

Contributions:

| | |
|---------------------------|-----------------------------|
| Individuals | \$160,000.00 (being sought) |
| Corporate/Foundations | \$ 70,000.00 (being sought) |
| Churches/Community Groups | \$ 8,000.00 (being sought) |

STC 708 Board Funding Request

Agency Name: TriCity Family Services

TriCity Family Services has a variety of self-funding efforts in order to meet the increasing demand for our sliding fee scale and scholarships for group programs. It is important for us to maintain a diverse revenue base to give us the stability and strength to weather shortfalls in any one funding source. First, we continue to increase our revenue from client fees from clients who are able to pay for services or have insurance. Second, we are strongly committed to fundraising activities.

We annually seek individual contributions through direct mail solicitation, donor cultivation, and a Phone-a-Thon each November. Corporate and Foundation funding is solicited through the submission of program-based grant requests and our Corporate Partners in Caring program. Church and Community Group funding is solicited through regular visits to meetings and congregations, as well as formal funding requests. TriCity Family Services also has an array of special events throughout the year that raise funds for the agency, build awareness for our services, and help us acquire new supporters. They include: Annual Benefit Dinner & Auction, Snowflake Shuffle 5K Run/Walk, the Great Lobster Fly-In, a Poinsettia Sale, and two Trivia Nights. We are planning to boost our fundraising efforts in all areas, with a particular emphasis on major and planned gifts from individuals, in 2012. This strategic initiative will hopefully move the fundraising percentage of our budget to a greater amount, making us increasingly more resilient against decreases in other funding streams.

St. Charles 708 Fund Expenditure History – explain how funds allocated from previous year were expended and purposes of those expenditures. Note: if funding allocation is over \$25,000, attached most recent financial statements, audit and annual report:

St. Charles 708 funds for FY10 were expended and allocated in the same manner as described above. See attached audited financial statements (ATTACHMENT A) for details. The cost of serving St. Charles clients is calculated based on the number of clients served.

On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct service: number of individual clients/consumers served: 989 (FY2010)

Aggregate number of direct service hours provided: 8,433.0 (FY2010)

Describe agency cost basis per client/consumer served (e.g., per hour cost and/or program costs allocated to City of St. Charles residents and how this was derived):

We derive the agency cost per client served by calculating the percentage of City of St. Charles clients to the total number of clients served, then multiplying the total cost of all programs (excluding Occupational Services) by this percentage. The resulting cost is then divided by the number of City of St. Charles clients, for a total cost per client. Cost per hour is calculated by dividing the cost of the City of St. Charles clients by the total hours of service.

STC 708 Board Funding Request

Agency Name: TriCity Family Services

| | |
|---|----------------|
| City of St. Charles Clients Served FY2010 | 989 |
| Total Clients Served-All Programs | 2763 |
| Cost of All Programs (less depreciation) | \$1,272,255.72 |
| Cost of City of St. Charles clients (1,272,255 X 36%) | \$ 455,396.64 |
| Cost per client – cost of City of St. Charles clients | |
| Divided by 989 | \$ 460.46 |
| Cost per hour – cost of Cit of St. Charles clients | |
| Divided by total hours of service (8,433) | \$ 54.00 |

Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

In addition to the provision of clinical services through our counseling, crisis intervention, early intervention and prevention programs, TriCity Family Services continues to serve the citizens of St. Charles by providing presentations or training upon request. In the past year City of St. Charles residents attended agency overviews for the St. Charles Noon Kiwanis, St. Charles Noon Rotary, as well as Parent Support and Education Presentations on stress management for adults, parenting difficult adolescents, and distractible/impulsive children who may have ADHD. Additionally, we participated in public events for St. Charles residents including health fairs at St. Charles Salvation Army and the Baker Community Center, the St. Charles North High School Wellness Fair, and health fairs sponsored by TriCity Health Partnership. We have ongoing representation at the St. Charles Youth Commission meetings. We also participated in the St. Charles District 303 Suicide Summit, Parent University and presented at several meetings of District 303 school social worker and psychologists.

Attach a list of current Board of Directors for your agency, listing the length of time that each Board member has served in their current term. Also attach a brief summary of how Board members are elected, the qualifications sought, and any term limits for Board members.

Please see attached list of Board Members and terms (ATTACHMENT B).

We receive referrals for prospective Board Members mainly through current Board Members, but also through our Friends of TCFS volunteer auxiliary, Volunteermatch.com and Boardnet.usa (both online resources). The importance of representing the needs and interests of the community is stressed during the new board member recruitment and orientation process. Current board members, who are responsible for recruiting the majority of new directors, understand that the dedication and commitment of their future board colleagues is a direct correlation of their personal affinity with the mission of the agency. The message is further reinforced by the Executive Director, who meets with every board candidate at the agency for the primary purpose of establishing "best fit" between the mission of the agency, the needs of the board and the volunteer interests and qualifications of the candidate. At this preliminary orientation meeting, the prospective director also tours the agency, is briefed regarding the agency's history, programs, current goals, and pending board issues, and is introduced to key

STC 708 Board Funding Request

Agency Name: TriCity Family Services

staff members. Board Members have their names placed into nomination at a Board Meeting, and then 30 days later at the following meeting, they are voted into office if no objections are raised.

Our Board of Directors is comprised of males and females from across the community in many areas of business and volunteer service. Recruiting board members with a wide-range of skill sets, talents and abilities is a high priority and a continuous process. At this point in time, the board is particularly strong in terms of its business expertise, i.e., business plan development, strategic planning, financial management, personnel law and marketing. Beyond their own unique skills sets, all TCFS directors are community-minded individuals and almost all have supported any number of charitable/ humanitarian causes and/or community service efforts either through their civic organizations, churches, schools or previous non-profit agency board service. Board Members can serve for two continuous three-year terms and a partial term of up to two years for total of eight consecutive years.

Attach a copy of current 501(C) (3) or tax-exempt status certification.

See Attached (ATTACHMENT C)

Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000.00 in any fiscal year are also subject to the following requirements:

1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month.
2. An annual report must be submitted to this same Committee.
3. A representative of the agency must make a brief presentation describing the purpose of the agency, its future plans and how its programs and services have benefited the residents of St. Charles to this Committee on an annual basis at a date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds).

Funding request amount for current fiscal year \$ 209,300 Application Date: 02/07/11

For STC 708 Board Only:

Recommended funding for current fiscal year: \$ _____ Recommendation Date: _____

RECEIVED NOV 14 1989

Internal Revenue Service

Department of the Treasury

District
Director

Person to Contact: ED:JPA

TriCity Family Services
321 Hamilton Street
Deneva, IL 60134

Telephone Number: 1-800-424-1040
312-435-1040

Refer Reply to: 90-0106

Date: November 9, 1989

RE: Confirmation
EIN: 23-7310008

This is in response to the letter dated September 19, 1989 regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in September, 1973, granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in 509(a)(2).

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

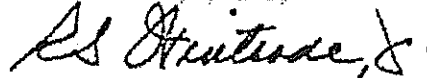
If your gross receipts each year are normally \$25,000.00 or more, you are required to file Form 990, Return of Organizations Exempt from Income Tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the Code. If you are subject to this tax, you must file an income tax return on F-990-T.

If any question arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,



R. S. Wintrode Jr.
District Director